

The Direct Certification system will be open tomorrow, July 6th 2012 for your use. It will then be available for determining eligibility for Free meals for the 2012-2013 School year. As in past years, it is hosted on the Department of Education's STN Application Center <https://ac.doe.in.gov>.

A few changes have been made in the system, but they should cause you no problems. The file formats have not changed, nor the arrangement of direct certification results. The interface has just been improved, collecting many functions under a single heading. Rather than going to the Administration Menu to download files, you should now go to **Programs->School Foods and Nutrition**



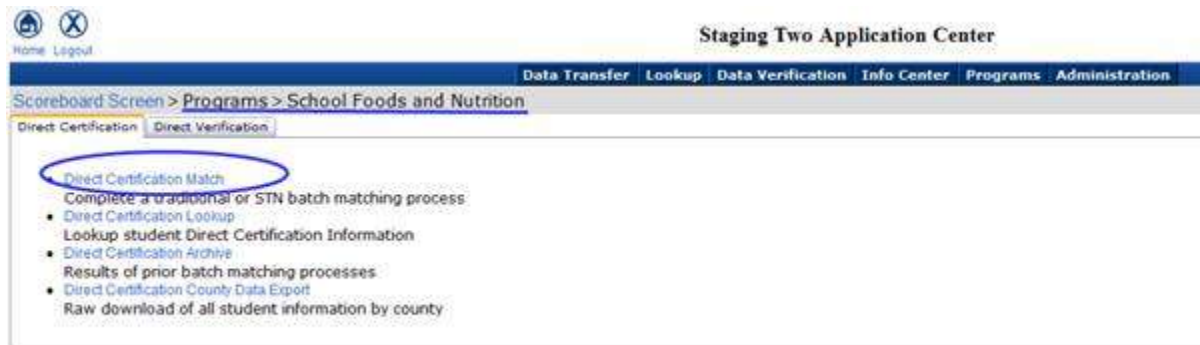
Staging Two Application Center

Home Logout

Data Transfer Lookup Data Verification Info Center **Programs** Administration

You have entered an official State of Indiana website designed to deliver information to authorized Indiana educators. Only authorized users are allowed to access this site. If you are not an authorized user, please do not attempt to access this site. If you are an authorized user, please log in. If you are not an authorized user, please contact your local education agency (LEA) for more information. Use of this site is regulated by the Family Educational Rights and Privacy Act (20 U.S.C. Sec. 1232g, as implemented through 34 CFR Part 99) and Indiana law.

Collection	Collection Year	Period	Period Type	Begin Date	End Date	Period Message
Alternative Education	2012	-	Signoff Period	05/10/2012 08:00 AM	07/08/2012 11:59 PM	Signoff when complete. July 8 is FINAL date for submission/signoff.
Attendance	2012	-	Signoff Period	06/25/2012 08:00 AM	07/20/2012 11:59 PM	Conflict resolution, data transfer, input form, reports, and Collection Management remain open during this period. Resolution and Sign-off are found under Data Verification.



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Scoreboard Screen > Programs > School Foods and Nutrition

Direct Certification Direct Verification

Direct Certification Match

- Complete a traditional or STN batch matching process
- Direct Certification Lookup
- Lookup student Direct Certification Information
- Direct Certification Archive
- Results of prior batch matching processes
- Direct Certification County Data Export
- Raw download of all student information by county

Explore the interface. We think you'll enjoy the new layout. We have plans for more features and making the interface even more informative.

Those of you who are doing the Traditional Method and first uploading your Direct Certification Student Roster file, can either upload it from the **Data Transfer->File Transfer** as in the past, or you may do the whole process from within the **Programs->School Food and Nutrition interface**.

Select the manual that best fits your needs. Parochial schools that could not use the Direct Certification System last year, should now be able to use it again, if they have completed their year-end uploading of ALL students in the DOE-EM (Enrollment and Mobility Report). Parochial schools also have the option of using the "Traditional Method."

[Direct Certification Manual for SY 2012-2013 Traditional Method](#)

[Direct Certification Manual for SY 2012-2013 STN Method Public Schools](#)

[Direct Certification Manual for SY 2012-2013 STN Method Parochial Schools](#)

Please do not hesitate to contact our office immediately if you have questions or problems with the process.

John Todd, Coordinator

Indiana Department of Education
School and Community Nutrition
Indianapolis, Indiana 46204
(317) 232-0865
FAX: (317) 232-0855
<http://doe.in.gov/food>

School Food Service Administrators:

(Many of you may get this twice. We apologize. We are sending it out to 2012 and 2013 Program Year contacts to make sure everybody receives the information.)

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